



PLANNING SERVICES PUBLIC ADVISORY PANEL

Municipal Planning Strategy and Land Use Bylaw Plan Review

**Town Hall – Council Chambers
Tuesday, November 14, 2017
7:00 pm**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes
4. Resignation – Reinhold Griff
5. MPS-LUB Review – Update & Next Steps
6. Review:
 - a. Community Conversation Minutes
 - b. MPS-LUB Directions Document : Issues, Challenges, Opportunities
 - c. Sector Review: Issues, Challenges, Opportunities
 - d. MPS-LUB Plan Review: Requests and Housekeeping
7. **Member Recruitment**
8. Next Meeting – January 8, 2018
9. Adjournment

Sharon McAuley

From:
Sent: November 13, 2017 4:25 AM
To: Sharon McAuley
Subject: Re: Planning Services Public Advisory Panel

Sharon,
thank you for your email and reminder.
I regret to have to resign from the panel due to age and health issues.
I enjoyed the opportunity to be part of the panel and am sure you will find a suitable replacement.
Please give my regards and best wishes to everybody
Thank you for all your help and assistance.
Respectfully
R.Griff.



MEMO

To: Middleton Town Council
From: Chris Millier
Date: November 6, 2017
Re: Municipal Planning Strategy and Land Use By-law Review Update

At the direction of Town Council, the Planning Services Public Advisory Panel has initiated a review of the Town's existing Municipal Planning Strategy and Land Use By-law. Consistent with the mandate provided by Council the review has focused on: updating current planning policies; identification of gaps and emerging development issues; and the rationalization of development control regulations.

Through the review process the Committee has:

- Undertaken a review of the existing MPS and LUB on a sector by sector basis;
- Identified/discussed gaps and issues;
- Updated GIS base mapping;
- Completed an existing land use inventory;
- Reviewed the Generalized Future Land Use Map;
- Prepared and circulated public information materials;
- Conducted public engagement – “Community Conversation”.

Through this work the Committee has assembled a working document which: confirms policies and by-law provisions which are appropriate for inclusion in new planning documents; and identifies potential new policies and by-law provisions. The working document is a summary of the Committee's initial policy and by-law review and assessment work.

General directions for residential, commercial and municipal services policies were used to prepare the questions which formed the basis of the “Community Conversation” engagement. Feedback from the “Community Conversation” will be incorporated into the working document.

As Council would be aware, all meetings of the Planning Services Public Advisory Panel are open to the public.

Next steps

Going forward the Planning Services Public Advisory Panel will be responsible for:

- Review of the “Community Conversation” input;
- Review of the Working Document;
- Review of Specific Amendment Requests received through the review process;
- Identification of “Directions for Change”;
- Preparation of a draft Municipal Planning Strategy and Land Use By-law.

Within this scope of work the Committee will also continue the public consultation process. A public consultation meeting will be held to review the “Directions for Change” and confirm the principles which have been included in the Working Document.

The Committee will then be in a position to prepare a preliminary/working draft MPS and LUB following the public consultation meeting.

A summary of the critical path for the remaining components of the MPS/LUB review process is attached. The schedule projects the Committee providing Council with draft Municipal Planning Strategy and Land Use By-law for first reading in February 2018.

Town Council is required to hold a formal public hearing in advance of second reading. This is anticipated for March 2018.

Planning documents require review by the Province prior to their coming into effect, which is anticipated sometime Spring 2018.

	CRITICAL PATH - PLAN REVIEW - 17.11.06	
DATE	TASK	RESP
November 2, 2017	Major Changes Summary Complete	Chris
November 6, 2017	Council Refresh	PSPAP
November 14, 2017	PSPAP Meeting - Major Changes Summary	
December 4, 2017	Public Consultation Meeting	PSPAP
January 8, 2018	PSPAP Meeting - Working Draft	Chris
January 22, 2018	PSPAP Meeting - Final Draft	Chris
February 20, 2018	Recommendation to Council - 1st reading	PSPAP
February 22, 2018	Advertising for Public Hearing (March 1 & 8, 2018)	Sharon
March 18, 2018	Public Hearing and Town Council Meeting	Council
March 19, 2018	Send to the Minister	Sharon
May 1 to May 15, 2018	Response from the Minister	
May 24, 2018	Adoption ad in paper - effective date	Sharon



MIDDLETON MUNICIPAL PLANNING STRATEGY REVIEW

A COMMUNITY CONVERSATION

**MONDAY, JUNE 12, 2017
7:00 P.M.**

PRESENT

Chairing the meeting, Planner and Development Officer, Chris Millier and Chief Administrative Officer, Rachel Turner; Planning Services Public Advisory Panel Members, Tom Spinney, Colin Crowell, Mayor Sylvester Atkinson, Councillor Clayton MacMurtry; Facilitator, Lisa Salley and Recording Secretary, Sharon McAuley.

Also in attendance were: Councillors Melinda den Haan, Michael Fairn and Gary Marshall; and thirty-two (32) citizens.

1. WELCOME AND INTRODUCTIONS

Planner and Development Officer, Chris Millier and Chief Administrative Officer, Rachel Turner welcomed everyone to a community conversation on the Middleton Municipal Planning Strategy (MPS) Review. Members of the Planning Services Public Advisory Panel and Town Council were introduced.

2. MUNICIPAL GOVERNMENT 101

CAO Turner provided an overview of Municipal Government:

- Municipal governments have limited authority as outlined by the Province of Nova Scotia, primarily through the Municipal Government Act (MGA), and other key pieces of legislation.

- The Town of Middleton only has authority around specific items that the Province of Nova Scotia allows for.
- Town Council's role is to develop sound policy that is in the best interests of the whole community. This is high level policy around finances, infrastructure, and service levels. Once Council makes the broad policy decision, staff is responsible to implement the policy into daily practice and work within the policy. Those Council decisions set priorities for the community, staff only have the authority to work within the policies and bylaws that are legally put in place.
- Do you ever wonder why there is an interest charge on outstanding taxes or water bills? Council has the authority to set in policy, the due dates of bills and any interest charges that will be applied. Once that policy is implemented, staff must abide by it and ensure that proper notice is given to customers about when their bills are due, and if not paid by the due date, we are required to apply the interest charges on all outstanding amounts. That ensures that everyone is treated fairly and consistently and that the Town is paid for the service it provides to properties. This is one of the primary roles for municipal government – ensuring fair, consistent and transparent processes for all property owners.
- Under the MGA, when a community has a Municipal Planning Strategy (MPS), they are required to review it periodically to ensure it reflects current priorities and is in line with the Provincial Statements of Interest around land use. That is the process that the Town is currently in now.
- In November 2015, Council gave direction to the Planning Services Public Advisory Panel to take on the review of the MPS and Land Use Bylaw (LUB). The process began in January 2016 and the Panel has diligently worked through the review process of these documents, looking at the current policies and considering what changes might be worthwhile for the community as a whole.
- The process has gone very well, although some delays were experienced due to a municipal election in October 2016, committee member changes, weather delays and availability of the Panel members through this past winter.
- Specific applications for a change in use or zoning have been received by the Town during this process. Those specific requests are not part of tonight's discussion, but will be considered once the higher-level discussions about what the community would like to see is complete. They will then be reviewed to see how they fit into the new draft plan.

3. OBJECTIVES FOR THE EVENING

Planner and Development Officer Millier outlined the objectives for the evening:

- providing information;
- engaging with the community;
- sharing of knowledge;
- consulting with the community;
- gaining direction;
- building towards consensus.

4. MIDDLETON PLANNING 101

Planner and Development Officer Millier provided an overview of Planning:

- The MGA outlines the process for how planning is conducted in the Province with the primary responsibility for planning resting with the Town Council and Town Administration.
- The MPS:
 - is one of many strategic documents and efforts developed and implemented;
 - looks at fiscal, environmental, social cornerstones and quality of life;
 - looks at where the Town is now, what are the issues, where do we want to be, what is coming down the pipe and tries to get ahead of them;
 - is a “snap shot in time” and looks at changing demographics, economic underpinnings, community character, community expectations, current demands and forward-looking expectations.
- The current MPS/LUB was adopted in 1998 and since that time demographics have changed, economic activity has changed causing small communities to compete against each other, the character of our community and community expectations have changed, and e-commerce is everywhere.

5. MPS REVIEW PROCESS

Planner and Development Officer Millier provided an overview of the MPS Review process:

- The MPS/LUB Review was initiated by Council and is overseen by the Planning Services Public Advisory Panel (PSPAP).
- The directive from Council was to update the MPS/LUB, streamline where appropriate and focus on development control.
- The review process has four major components: issues identification, assessment of existing policies and regulations; community engagement and the drafting of the new documents; followed by a review and adoption by Council.
- After tonight, the comments will be reviewed by the PSPAP, additional discussion will take place (if required), a working draft of the MPS/LUB will be developed, additional community engagement will take place as required, then the formal draft documents are referred to Council. Council will hold formal consideration including public notices, public hearing and a vote. The documents are then submitted to the province for review prior to coming into force.

6. CONVERSATION TABLES

Planner and Development Officer Millier informed the group:

- There are three conversation tables – residential environments; commercial and business environments and municipal services and infrastructure.
- We are asking people to consider how we see our community in 5, 10, 15 years and to take a high-level view from 30,000 feet in the air and what do you see?
- Facilitators will structure conversations around a number of questions.
- All comments are welcome.
- Everybody will have an opportunity to discuss each sector.

Conversation about Residential Areas

a. Context

For most of us, our homes are our biggest investments and most valued assets. Perhaps more importantly our homes service as the centre of our family life.

Neighbours, a sense of community and neighbourhoods are the reasons we choose to live where we do, and help in defining the character of our community.

The Municipal Planning Strategy and Land Use Bylaw control how development occurs in our neighbourhoods. This includes new development as well as how existing development changes over time.

We want planning policies and development regulations to assist in reinforcing the values and wishes of the community as they relate to development and change in our neighbourhoods.

b. Establishing a “Vision” or goal(s) for residential neighbourhoods

A vision provides an idea of what we would like to achieve through implementation of specific policies and bylaw provisions. A Vision ensures that detailed policies are aligned.

Q Name three (3) elements or things that you would use to describe a good neighbourhood?

Q Can you rank these elements - first most important/second most important/third most important?

Q Describe three (3) characteristics of your neighbourhood that you like?

Q Describe three (3) challenges which you feel may be affecting the quality of your neighbourhood?

Change and Development in Neighbourhoods

The current Strategy and Bylaw contain a significant degree of flexibility, which can have both benefits and create challenges. How change that is enabled through this flexibility is perceived is an important issue.

Q Over the past 5 – 10 years would you describe your neighbourhood as having changed – a lot, a little, not at all?

Q In your opinion, has the change you may have experienced (if any) been positive or negative – and how would you describe it?

Q Were you aware in advance of changes that may have occurred in your neighbourhood?

Q Is knowing about potential change in your neighborhood important to you?

Q Where should new residential development go? Are there areas more suitable or appropriate for growth?

At present, other than for limited area, the Residential Zone allows for up to three (3) units without review or approval by Council. The community's acceptance of change without review and approval is an important issue.

Q Do you support the creation of new multiple unit dwellings in your neighbourhood, either new construction or the conversion of existing dwelling?

Q Are there issues that you feel can assist new development in integrating and/or blending in with existing development? The Bylaw focuses on requiring on-site parking and building setbacks. Are there others?

The uses in a house can make as significant impact on “character” as can the number of units or the location of the building on a property or issues such as on-site parking. The current Strategy and Bylaw provide flexibility with respect to non-residential uses in residential areas.

Q Do you support the idea of people being able to operate a business from their homes?

Q If home occupations are enabled, should there be limits on the type of activities, the size of the business, requirements for parking, signage – others?

In addition to our homes, many people have a variety of structures and “accessory uses” on their property (garages, sheds, greenhouses). Again, the current Strategy and Bylaw provide little in terms of regulating or restricting accessory structures.

Q Should there be regulations around accessory structures on a lot? Such as location, their size, their height, the number of structures on a lot, the type of uses in them?

Q Should accessory structures be able to be used for home businesses?

CONVERSATION TABLE # 1

Conversation about Residential Areas

Group 1	Group 2	Group 3
<p><u>Vision:</u></p> <ul style="list-style-type: none"> • Proximity to services. • Well maintained properties. • Consistency in housing type, standardized; building types the same (not mixed); single use; home office would be okay but no home businesses (i.e. barbering services; small engine repair). • Diversity- different types of houses; multi-unit (supports seniors who can't stay in own home anymore; young families, etc.... and who want to live here). • Clotheslines, gardens—having lack of covenants is good. We need to be more “green”. • Bicycle lanes. • Not little pockets of different rules; get rid of “we” versus “them”. Rules/policies should apply for all. Don't divide us—we are too small a town and should be unified. • Quiet. • Road is plowed quickly—first before anyone else. • Live on a corner lot—like the traffic and movement (not too much—just right). • Everything is close—can access services, close to groceries, the pub, etc. 	<p><u>Vision:</u></p> <ul style="list-style-type: none"> • Sidewalks (good ones). • Neat and tidy properties. • Trees/shrubs. • Safety – good lighting (but not the super LED brightness that keeps you awake all night). • Visible policing. • Quiet. • Stability – when I build my home 10, 20, 30 years ago with an understanding of restriction of what can be built/put around me I expect it will stay the same for the duration of the time I live there. That's why I built there –because of those rules/restrictions, etc. If it's built with restricted residential it needs to stay that way. • Mixed neighborhood; all ages, bikes. • Keeping schools, have benches for people to stop and rest or talk; well-maintained parks. • Green spaces. • Walking trails (safe ones). • Cleanliness (reduce derelict homes, get rid of garbage piling up outside and organic garbage (which has to be a health hazard). • Proximity to things. • All the services are here. 	<p><u>Vision:</u></p> <ul style="list-style-type: none"> • Feeling safe (no drug dealers); visible policing. • Clean, curb appeal – no junk/garbage visible. • Conformity between properties – where we draw the lines between residential vs. commercial (need to have it separate and not intermingled). • Home occupation standards. • Close to amenities and having sidewalks to get to these amenities (don't necessarily need them in all subdivisions but on main street where it is busy). • Enforcement of existing policies (with common sense). • Loyalty, sharing, sense of community. • Night time quiet. • Trees. • Great community to bring up a family. • Everything is within walking distance. • Recreation opportunities. • Water and sewer—glad to have. • Great place to be a senior citizen.

Group 1	Group 2	Group 3
<p><u>Challenges:</u></p> <ul style="list-style-type: none"> • Speed on main and commercial street. • Traffic- light; backups. Walking light—people don't wait, just press the button and go. • Crosswalks and indications of crosswalks aren't good. • Need to figure out a way to keep business here and bring more here. • Livestock being allowed in town—okay with small (chickens, ducks) but not large (pigs, cows, horses). And keep the roosters out—that is a noise disturbance at 6 am in the morning, every morning. 	<p><u>Challenges:</u></p> <ul style="list-style-type: none"> • Derelict/sloppy rentals. • Bylaw officers – need more. We want to look good and want it look like how we would want a visitor to see it. • Not growing – need to grow to maintain tax base. • Perception of high taxes – reduces who may want to buy here (myth of taxes). • One person had heard that the military was telling members that they shouldn't buy in Middleton because if they wanted to sell later on they wouldn't be able to. 	<p><u>Challenges:</u></p> <ul style="list-style-type: none"> • No taxi service /public transport that is easy to get to short distances (for people who have disabilities, limited ability). • Not able to buy certain things –have to go outside of Middleton to get them/order them. • Keeping businesses—are we not supporting them enough? • Drug dealers in our community. • Unemployment numbers in town—seem to be attracted to here. A few people mentioned that they heard that people are told to move here because it's easier to get “welfare” in Annapolis County. • Transient population. • Low income housing that has deteriorated over the years.
<p><u>Change in neighborhood:</u></p> <ul style="list-style-type: none"> • 3 said a little; 6 said none, no one said lots. • Want to be informed about change. 	<p><u>Change in neighborhood:</u></p> <ul style="list-style-type: none"> • All of them said “not at all”. • Want to know when change is planned. • Want something direct, i.e. flyer to their house/insert in mail. • Consult (like tonight) and let us be heard. 	<p><u>Change in neighborhood:</u></p> <ul style="list-style-type: none"> • 1 said a little; 5 said not at all; 4 said a lot. • All said they want to know about changes. • Door to door, flyers, website, social media. • Definitely, if it affects me directly. If it's elsewhere and has no affect on me then I don't need to know or it can be put on website. But if it affects me directly I would like more direct contact to know about the change. • Periodic refresher of what is happing in Town. Discussed that this could be done via highlights, newsletters, etc. • Open houses to discuss home occupation, etc. Conversation, how far has the plan gone, etc. • Prefer this (conversation/discussion) than a Town Hall. • Need to make it easy to find information on the website about bylaws and policies. Right now it's hard to weed through it.

Group 1	Group 2	Group 3
<p><u>Multi-unit (mixed views on this for this group):</u></p> <ul style="list-style-type: none"> • Where there is space put them; limited space then not (good to have green space around them- don't try and squeeze them in). • Some said no—multi-units need to be placed elsewhere and not right beside houses. 	<p><u>Multi-units:</u></p> <ul style="list-style-type: none"> • Aging population and they may not be able to maintain a home but still want to stay in a community. Multi-units make sense. • Multi-units mean more people in your community. • Okay with multi-units but do not want “slum lords”, housing to be well maintained. • Everyone has a right to live somewhere and it needs and should be a good standard for everyone. Multi-units help with this. 	<p><u>Multi-units:</u></p> <ul style="list-style-type: none"> • Restricted residential areas—no multi units. Keep it that way. • Anything over 2 needs approval. They were okay with granny suites for family members. Then there was a discussion about what happens when “granny dies”. Then it's fair game. They weren't sure about what would help in that situation.
<p><u>Additional Structures:</u></p> <ul style="list-style-type: none"> • Size limits are needed; canvas coveralls need to abide by this as well (they can be huge). • Setback on property lines; limit number of buildings • Need to really look at number and size of lot and size of buildings—don't want it to look cluttered or not fit. • Business in accessory buildings- 4 said no; 2 said depends (if it fits within existing guidelines and what it is); two said it really should be looked at on a case by case basis and whether the business fits there, traffic flow, parking, noise, etc. 	<p><u>Additional Structures:</u></p> <ul style="list-style-type: none"> • Limits on size, number – depends on lot size (case by case). • Don't place in front of the house. • Should look and consider large RV's being parked in driveways all winter/summer—is this a look we want? • Wood doctors—these are a challenge. Smoke, odour, etc. • Business out of these buildings – depends on use; traffic flow, noise, etc. and the impact it would have on this. 	<p><u>Additional Structure:</u></p> <ul style="list-style-type: none"> • Garage no higher than the house • Restrict size and number
	<p><u>Business from home:</u></p> <ul style="list-style-type: none"> • Yes, but depends on traffic, what it looks like, parking, noise. • Does it fit the community, esthetics (compliment the look of the neighborhood). 	

Conversation about Commercial and Industrial Areas

a. Context

Business and economic activities enable us to remain in our communities and are the engine for community growth. The Town has a well-established commercial core and has also invested in the development of the industrial park as a means of promoting growth and development.

In addition to employment, business and economic activities support the tax base, and contribute significantly to the services provided by the Town.

External forces and trends are having a much greater impact on the commercial and business landscape through rationalization and regionalization of activities. While the Town is home to some well-established retail, financial and commercial service businesses, the downtown has vacant and underutilized space. Turnover in commercial occupancy is not unusual. Many communities have been successful in countering this trend through the promotion of small, local business and the encouragement of entrepreneurial efforts.

A primary object of the review of the Municipal Planning Strategy and Land Use Bylaw is to ensure that there is a balance between the promotion of growth with the maintenance of community character.

b. Establishing a “Vision” or goal(s) for commercial

A vision provides an idea of what we would like to achieve through implementation of specific policies and bylaw provisions. A Vision ensures that detailed policies are aligned.

Q How would describe or characterize the level of commercial activities within the Town? Weak, average, strong?

Q How would describe or characterize the level of industrial activities within the Town?

Q Relative to the current population, does the Town have less than adequate, adequate or more than adequate commercial activity?

Q Should the encouragement on new commercial and/or industrial activities be given priority over other types of development – such as residential development or institutional type development?

Commercial and Industrial Districts

The current Strategy and Bylaw identify three business-type districts - the downtown, a “highway commercial” area in the vicinity of the hospital and the industrial park. The range of uses within each is slightly different, and some areas are more active than others yet they all contribute to the economic wellbeing of the Town. The “boundaries”, uses and development patterns of each of these areas is regulated through the Strategy and Bylaw.

Locations for commercial and industrial activities

- Q Is there sufficient commercial areas within the Town?
- Q Is there sufficient industrial areas within the Town?
- Q Are there locations that would be most suitable for new commercial development to occur in?
- Q Are there locations that would be most suitable for new commercial development to occur in?

Types of uses and their location

- Q Are the “boundaries” of each area recognizable – downtown, highway commercial, industrial park? Are they appropriate?
- Q Should the general separation of uses in the current 3 areas be maintained? – downtown being primarily a retail and personal service focus, highway commercial being car oriented and the industrial park being commercial service, warehousing and light industrial?
- Q Should new general commercial activity – retail, personal service, offices – be primarily limited to the downtown? As a means of encouraging maintenance of the area or “protection” of this area?
- Q Should new commercial development be encouraged along the length of Main Street? – beyond the established frontage downtown and the highway commercial areas?

Compatibility

A primary function regulating development is to ensure that where different types of uses are located beside each other steps are taken to ensure that they are as compatible as possible with each other.

- Q Are there issues or concerns in any specific locations where commercial and industrial uses are located beside non-commercial or residential uses?
- Q Should commercial and industrial activities beside non-commercial uses be subject to specific types of regulation? If yes, what type?
- Q Are there any types of commercial or industrial activities which may not be suitable for Middleton?

CONVERSATION TABLE # 2

Conversation about Commercial and Industrial Areas

Group 1	Group 2	Group 3
<p><u>Vision:</u></p> <ul style="list-style-type: none">• Surprised at the amount of services provided in this small town.• All car dealerships are in Middleton.• Kingston has the airfield.• Have lost industry – not the same as what it used to be.• Tourism has to be coordinated, we have a lot to offer.• Need a tourism committee or something.• Use tourism as an economic driver.• Economic development quite important – drives the tax base.• Need a good commercial base.• Need to attract a certain type of industry.• Find a theme for the area (Annapolis Royal has heritage, what is ours?)• Identify opportunities – what type of commercial concentration do we need?• Spruce up the downtown, our storefronts should look better.• Do more to reward industries that are here (i.e. most innovative).• Have a welcome committee.• “Buy Middleton”.• Need something to retain our families and young people.	<p><u>Vision:</u></p> <ul style="list-style-type: none">• Be more encouraging of the industrial park.• Town is below average.• No general access to jobs.• Berwick is on the rise – what are they doing? Where do they get the funding to build a new Town Hall?• We did not have enough loyalty to keep our farmers’ market going.• In 10 years want the small shops to be full while maintaining the integrity of the downtown.• People can shop from their homes and are more mobile, so shop in Halifax.	<p><u>Vision:</u></p> <ul style="list-style-type: none">• Maintain the schools – needs kids.• Most kids from outside the Town and not inside the Town.• Middleton has grown.• People need to shop here.• Small scale businesses, supported by the community.• Need a big employer setting up in the community.• People buying houses in the area.

Group 1	Group 2	Group 3
Districts: <ul style="list-style-type: none"> For people driving into town - highway commercial takes away from the main street (no trees). Character is as important as the activities. Kentville & Berwick has trees in the downtown core. Want trees on Commercial Street. Looks like a western cowboy town. Pedestrian friendly. Business parks and home occupations would be at the expense of the downtown. Don't make huge changes to plan and have businesses move out of town. 	Districts: <ul style="list-style-type: none"> Industrial park running into the residential district is confusing (Victoria Street). Nice to keep the downtown. Cannot buy a spool of thread in town. Fill the empty buildings. Fill the downtown before spreading out. Make zoning more flexible. There are parking problems. 	Districts: <ul style="list-style-type: none"> People are driving by. We need industrial and food service to capture people from the 101. May take away from the downtown. Lighten up industrial – has a heavy connotation. Heart of the Valley Business Park.
Uses & Location: <ul style="list-style-type: none"> Do not mix commercial and residential. Curling rink across the street is good if I like curling. 	Uses & Location: <ul style="list-style-type: none"> It takes too long for businesses to get a yes or no Like the zoning on Brooklyn Drive. 	Uses & Location: <ul style="list-style-type: none"> Fix the “not in my backyard” attitude. Much of the BD district is empty.
Compatibility: <ul style="list-style-type: none"> Architecture is very important 	Compatibility: <ul style="list-style-type: none"> Lots of underutilized residential places converting to businesses (down the main road). Lots of traffic. Important to maintain non-commercial activity. Allow commercial, residential mix. Big roofing company next to me in a residential zone. Have all commercial zones with stipulations for each. 	Compatibility: <ul style="list-style-type: none"> Not good to shoehorn a business into a residential area (i.e. the funeral home expanding – when there is a funeral, it takes up much of the traffic lanes on both sides).

Conversation about Municipal Services

a. Context

Together with other Town documents, the Municipal Planning Strategy and Land Use Bylaw are strategic documents which assist in prioritizing how and where the Town invests in both “hard infrastructure”, like street and sewer services, and soft infrastructure, like community and recreation facilities.

The Town also has responsibilities to ensure that the provision of public services and the enabling of development occurs in an environmentally responsible manner.

Ensuring the adequate construction and maintenance of public infrastructure is a core municipal responsibility. By directing and managing growth the Town can ensure that these investments are logical, properly timed and sustainable going forward.

Appropriate investments in community facilities and services are equally as important to the wellbeing and quality of life of the citizens and the community.

b. Establishing a “Vision” or goal(s) for municipal services

A vision provides an idea of what we would like to achieve through implementation of specific policies and bylaw provisions. A Vision ensures that detailed policies are aligned.

Given the importance of municipal services to the wellbeing and success of the Town, the Strategy should provide directions with respect to “what we do”, “how well do we do it” and “what we should be doing going forward”.

Q How would describe the Town’s overall performance in the provision of municipal services?

Q What areas and/or services does the Town do best in?

Q What area and/or services could be improved upon?

Q What should be the priorities for investment in municipal services – hard infrastructure issues or soft infrastructure issues and why?

Q What role should the Town play in “development”? – be hands off and assume it’s a private sector responsibility, be a facilitator and encourage through ensuring an appropriate business and development friendly climate, or be active participant and plan capital expenditures (new streets and services) to enable subsequent private investment?

Hard Infrastructure opportunities and challenges

- Q Should the Town ensure that existing trunk sewer and water services are upgraded before considering expansions or the development of new trunk services?
- Q Should the responsibility for the construction of new streets, sanitary and storm sewers for servicing private property remain the responsibility of the property owner?
- Q Are there areas within or adjacent to Town which could be suitable for development if new infrastructure were installed by the Town?
- Q Should the Town allow lands within the Town boundary currently not serviced with municipal water and sewer to be developed with on-site septic and/or wells?

Soft Infrastructure opportunities and challenges

- Q Does the Town have sufficient recreation facilities in terms of type, number, location and quality? And are they well positioned for our future demographics?
- Q Does the Town have sufficient green space, parks and open spaces in terms of type, number, location and quality?
- Q Does the Town have sufficient community facilities – municipal administration space, library, public meeting space, multi-purpose facilities?

Environmental Stewardship

- Q Should the Town regulate new development in identified environmentally sensitive areas – Annapolis River flood plain, wetlands, adjacent to streams, others?
- Q Could development be considered in environmentally sensitive areas subject to confirmation of suitability by “qualified persons” – engineers, scientists, ecologists?

Engagement

- Q Does the community feel it is aware of and/or understands opportunities for participation in the planning and development process?
- Q What opportunities exist to increase community engagement? Techniques, formats, timing

CONVERSATION TABLE # 3

Conversation about Municipal Services

Group 1	Group 2	Group 3
<u>What we do, how well we do it, what we should be doing going forward:</u> <ul style="list-style-type: none">• Snow removal in downtown core needs improvements.• More sidewalks.• More parking.• Water/sewer updates work well.• Post water results.• Good water.• Garbage cans are strategically placed.• Business garbage – take out/fast food.• Good range of recreation facilities.• Very few electrical outages.• Need cycling trails.• Need trail maintenance – reduce dust.• Need trail by sewage treatment plant to loop in Riverside Park.• Priority to hard infrastructure and upgrade sections.• Town should be open to business and facilitate business.	<u>What we do, how well we do it, what we should be doing going forward:</u> <ul style="list-style-type: none">• Old water/sewer infrastructure with 70-80% replaced in next 10 years.• Water when you turn on the taps.• Regular testing.• Sectional replacement.• Kudos to snowplowing/sidewalks.• Great trails, bikes, canoes/kayaks, snowshoes/skies, splashpad.• Like to see bike lanes.• Need more education on use of traffic lights and King/Main crosswalk and check to see if signal is working.• Hire staff to recruit business parking from funeral home.	<u>What we do, how well we do it, what we should be doing going forward:</u> <ul style="list-style-type: none">• Pavement – streets & sidewalks need improvement.• Improvement in policing services.• Plowing services are good.• Rotary Park is a great facility.• Love the treed areas.• Water pressure improvement on Commercial St.• Happy with residential water.• Friendly service in Town Hall.• Location of new firehall too far from downtown core.• Need traffic light on Bridge/Main – traffic flow.• Priority to hard infrastructure – indoor recreation facility.• Riverside Park is underutilized.• Need more benches located around Town.• Town should have the role of business facilitator in “development”
<u>Hard Infrastructure:</u> <ul style="list-style-type: none">• Update existing trunk sewer and water before considering expansions or development of new trunks.• Better to service lots if affordable.	<u>Hard Infrastructure:</u> <ul style="list-style-type: none">• Upgrade infrastructure before replacing.• Responsibility for the construction of new streets, etc. for servicing private property should remain the responsibility of the property owner.	<u>Hard Infrastructure:</u> <ul style="list-style-type: none">• Update existing trunk sewer and water before considering expansions or development of new trunks.• Responsibility for the construction of new streets, etc. for servicing private property should remain the responsibility of the property owner.

Group 1	Group 2	Group 3
	<ul style="list-style-type: none"> • Areas within/adjacent to the Town suitable for development should be paid for by the developer. • Septic should not be allowed in the Town. • Some people say yes to wells. 	<ul style="list-style-type: none"> • There are no areas within/adjacent to the Town suitable for development. • Septic and wells should not be allowed in the Town.
Soft Infrastructure: <ul style="list-style-type: none"> • Town has sufficient recreation facilities. • Splashpad and skatepark are great. • Town has sufficient green space, parks and open spaces. • Town has sufficient community facilities but lacks a large 200-person capacity facility. • Proposed firehall will be too far away from town core. 	Soft Infrastructure: <ul style="list-style-type: none"> • Town has sufficient recreation facilities (lots to choose from). • Town has sufficient green space, parks and open spaces. • Town needs more multi-purpose use facilities. • There is not a lot of arts/craft opportunities. 	Soft Infrastructure: <ul style="list-style-type: none"> • Town has sufficient recreation facilities. • Town has sufficient green space, parks and open spaces. • Community garden and urban forestry plan. • Town has sufficient community facilities.
Environmental Stewardship: <ul style="list-style-type: none"> • Town should regulate new development in environmentally sensitive areas. • “Be careful” if considering development in environmentally sensitive areas subject to confirmation of suitability by qualified persons. 	Environmental Stewardship: <ul style="list-style-type: none"> • Town should regulate new development in environmentally sensitive areas. • Town should not consider development in environmentally sensitive areas subject to confirmation of suitability by qualified persons. 	Environmental Stewardship: <ul style="list-style-type: none"> • Town should regulate new development in environmentally sensitive areas. • Yes, no and maybe to the Town considering development in environmentally sensitive areas subject to confirmation of suitability by qualified persons.
Engagement: <ul style="list-style-type: none"> • Community does not feel that it is aware of and/or understands opportunities for participation in the planning & development process. • Mail out was excellent (1 page, colourful). • Kiosks aren’t noticed. • If people are interested, they will find out. 	Engagement: <ul style="list-style-type: none"> • Community does not feel that it is aware of and/or understands opportunities for participation in the planning & development process. • Good to send out information. 	Engagement: <ul style="list-style-type: none"> • Same as for this event.

PARKING LOT

- Painted crosswalks to be renewed.
- Parking in front of funeral home is blocking traffic.
- Incorporate “Heart of the Valley” in more ways.

7. WRAP UP

Due to the lateness of the hour, it was decided to forego the summaries from the three conversation tables. The notes from the meeting will be posted on the Town’s website once they are complete.

Middleton Municipal Planning Strategy and Land Use By-law Review Issues, Challenges and Opportunities Summary

Overview

At the direction of Council the PSPAP has reviewed the current Municipal Planning Strategy and Land Use By-law and identified:

- Issues and policies which do not specifically focus on land use planning, development control and public infrastructure and services;
- Issues and policies which are addressed in other strategic documents – 2014 – 2016 Strategic Directions, 2009 Integrated Community Sustainability Plan, 2013 Municipal Climate Change Action Plan, 2009 Wellfield Protection Management Plan;
- Issues and policies which present opportunities to streamline land use regulation and development control provisions;
- Land use and development issues arising since the adoption of the current Strategy and By-law.

In reviewing the current planning documents the Committee has considered existing Strategy policies and By-law provisions which remain current and relevant to land use planning and development control concerns within the Town. Again at the direction of Council, existing planning document provisions which remain relevant should be maintained and incorporated into new planning documents.

The following is a summary of the directions for updated and revised policy and by-law provisions arising from the Committee's review and discussion.

Purpose

The purpose of the Strategy should be to regulate land use and development in keeping with the intent and provisions of policies and in keeping with the Town's fiscal, environmental and community responsibilities.

All provisions of the planning documents should be consistent with all enabling provisions of Provincial legislation and municipal authorities.

Goals

In general, the high level goals which relate specifically to land use planning and development control remain relevant.

The Committee's discussion confirmed objectives relating to: encouraging orderly growth; responsible management of municipal services and infrastructure; strengthening of the tax base; and encouragement of community participation.

Goals relating to moderate population growth objectives should be reconsidered in light of the current desire for strong growth in all aspects of the community's development, and municipal responsibility for accessible design and construction standards has been recognized as being beyond the Town's jurisdiction.

Environment

Statements relating to environmentally policy outside of Town jurisdiction considered redundant.

Identification of environmentally sensitive areas to be maintained.

Development may be considered in environmentally sensitive areas subject evidence based documentation, prepared by appropriately qualified individuals.

Development in environmentally sensitive area to be subject to site specific approval through development agreement process.

Current zoning standards remain relevant.

Residential Development

Identification of existing residential "neighbourhoods" through the Generalized Future Land Use map/designation as Residential.

Restricted Residential designation and zone to be incorporated into general Residential designation.

Single unit residential zone ("low density") to be applied as "primary" residential zone.

Establish a 2-unit dwelling zone ("medium density"), existing 2-unit dwelling to be zoned accordingly and permit new 2-unit residential development through rezoning.

Establish a 3 to 12 dwelling unit zone (“high density”), existing 3 – 12 unit dwellings to be zoned accordingly.

New residential development 3 units or more, conversion of existing single unit dwelling, grouped dwellings and boarding and rooming houses by development agreement.

Establish a “Future Residential” zone to be applied to lands intended for residential use by not serviced with municipal infrastructure.

Establish a “Mixed Use” zone to be applied to Main Street (outside of the downtown commercial area) will allow residential and commercial uses – with new commercial uses subject to regulations which protect “character” of the area.

Current zoning standards remain relevant.

Home occupation provisions remain relevant.

Definition of dwelling to include modular and manufactured housing but to exclude “mobile home” standards, existing Mobile Home Park Zone redundant.

Commercial and Industrial Development

Downtown Commercial (“Business District”) and General Commercial (“Highway Commercial”) remain relevant.

Commercial zone provisions remain relevant, development control provisions to reflect the different character of the these 2 areas.

Redefine Industrial Park as Business Park, permit broad range of commercial, manufacturing, industrial uses and minimize regulation to promote/encourage development.

Recreation

Designation of Town recreation and open space areas remain relevant.

Recreation zone provisions remain relevant.

Institutional Development

Institutional uses/zone to be permitted within all designations, separate institutional designation redundant.

Provide for change of use for existing institutional properties, as-of-right if consistent with designation and by development agreement if not.

Infrastructure and Municipal Services

Streets classification and road reserve provisions remain relevant.

Technical standards for road, sewers, storm drainage and subdivision contained in other municipal documents, redundant in planning documents.

Reference to Town incentives relating to private off-street parking redundant and barrier free parking standards beyond Town jurisdiction.

Stand alone “Servicing and Utility” policies redundant, provisions for uses included as “institutional.

Consideration of the provision of Town services to areas outside of the Town boundary may be considered where capacity availability and financial cost recovery can be confirmed.

All development within the Town boundaries should be required to be serviced, no unserviced or partially serviced development should be allowed.

Fire safety and solid water management, unsightly premises, building by-law, sewer by-law and capital expenditure program policies are addressed through other municipal services and programs, policies are redundant.

General Development Provisions

“General provisions for all zones” and definitions remain relevant.

Regulation relating to on-site parking and loading requirements remain relevant.

Provisions for the regulation of signs remain relevant.

Implementation and Administration

Consistency with enabling legislation (Municipal Government Act) provisions, requirement and processes remain relevant.

Generalized Future Land Use designation boundaries should be “hard” and require amendment to the planning documents to be changed – ensuring a public consultation process.

General criteria for rezoning and development agreements and the matters enabled through a development agreement remain relevant

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PURPOSE OF THE MPS		
Policy #	Policy	Changes
1.1.1	General Statement of Purpose	Redundant: Environment – it belongs in the plan but not in the motherhood statement.
1.1.2	Statutory Statement of Purpose	<ul style="list-style-type: none"> • Management of the Municipality is important. • Relevant: item (a) establish policies which address problems and opportunities concerning the development of land and the environmental, social and fiscal effects of the development – with less emphasis on the social and environmental. • What role does the Town actually play with development?
GOALS FOR MIDDLETON		
Policy #	Policy	Changes
2.2.1	Environment	<ul style="list-style-type: none"> • Relevant: goal of environmental protection. • Redundant: “unnecessary disruption”.
2.2.2	Population	<ul style="list-style-type: none"> • Redundant: this policy as it is covered in the ICSP. • Tie population to residential development.
2.2.3	Municipal Responsibility for Planning and Management	Redundant: as it is redundant (covered in Policy 1.1.1).
2.2.4	Growth Management	<ul style="list-style-type: none"> • Important to have a goal around infrastructure. • Develop a strategy for design and management of infrastructure at a high level.
2.2.5	Economic Base	<ul style="list-style-type: none"> • Laudable goal which falls more within the ICSP. • Would like to regulate and strengthen development in the private sector. • Return to the policy at a later date.
2.2.6	Development, Transportation & Services	<ul style="list-style-type: none"> • Core principal of the strategy. • The policy links the strategy to the capital plan and to the subdivision and streets bylaws.
2.2.7	Recreation	<ul style="list-style-type: none"> • Talk about facilities instead of activities. • Programming/activities are in the ICSP.
2.2.8	Participation	Relevant
2.2.9	Accessibility	Redundant
ENVIRONMENT POLICY		
Policy #	Policy	Changes
E 1	Support for Provincial Policy	Redundant
E 2	Generalized Future Land Use	Relevant
E 3	Prohibition of Development	Change to permit development providing the hydrology and engineering experts can find solutions. C. Millier will review the

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		wording utilized in the Bridgetown MPS/LUB and bring possible wording back to the Panel.
E 4	General Policy	Redundant: as it says the same thing as E 2.
E 5	General Policy	Redundant
E 6	Tree Planting	Redundant: as it should be part of the strategic plan.
E 7	Maintenance of stream beds	Redundant
Other	<ul style="list-style-type: none">Environmental concerns/actions are now addressed through other avenues including the ICSP.Trevor Robar will be asked to access the provincial mapping on streams and wetlands for our base mapping.	
HOUSING/RESIDENTIAL POLICY (PART 2.4)		
Policy #	Policy	Changes
H 1	Generalized Future Land Use	See GFLU below.
H 2	Restricted Residential	Redundant
H 9	Townhouse	Relevant
H 10	Multi-Unit Dwellings	Create a High Density Residential zone for multiple units that will not require development agreements.
H 11	Mobile Homes	Redundant
H 12	Home Occupations	Relevant
Other	<ul style="list-style-type: none">broaden the definition of the residential policy, have only one residential policy and the residential restricted policy is redundant;have numerous residential zones;create a Residential Holding zone for future development;Redundant: Nurses’ residences as a permitted use;Homes for Special Care in the R2 or R3 zones and be by development agreement;daycares in an R1 zone on the conditions of having a maximum of six children and being occupied;R1 zone:<ul style="list-style-type: none">all properties currently in the RR zone will be in the R1 zone;will be existing single family units;also permitted will be new single family units/duplexes and two unit conversions;buildings 3 units and over will be by development agreement.R2 zone:<ul style="list-style-type: none">can go up to 2 units;buildings 3 units and over will be by development agreement.High Density Residential Zone:<ul style="list-style-type: none">zone will allow multiple units and not require a development agreement.	
COMMERCIAL		
Other	<ul style="list-style-type: none">Redundant: individual permitted uses (i.e. photography) and use broad categories that are user friendly and the public can understand (sixty permitted uses will flatten into twelve/fifteen categories).Have friendly enabling language.Allow service stations in the downtown zone.Change the name of the Industrial Park to Business Park and change the permitted uses in the Business Park (i.e. call centre, incubator malls).	

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	<ul style="list-style-type: none">• Allow self-storage, warehousing and commercial storage only in the Business Park.• Consolidate hotels, motels, B&B, etc into one category called Accommodations and allow in all commercial zones.• Do not allow agricultural or heavy industrial manufacturing in the Town.• Include both private and public in Education and Recreation Uses.	
BUSINESS DISTRICT (BD) ZONE		
Policy #	Policy	Changes
C 4	Outdoor Storage	<ul style="list-style-type: none">• Do not allow in BD zone.• Reference existing businesses currently using outdoor storage (i.e. Home Hardware & Allen’s).
C 7 – 9	Boarding Homes, Motels & Utility Uses	Redundant: and include in another part of the MPS
C 11	Parking Requirements	Relevant
C 12	Maximum Height	To be discussed with the Fire Department
C 13	Signage	Need to provide for it somewhere in the MPS
HIGHWAY COMMERCIAL (HC) ZONE		
Policy #	Policy	Changes
C 14	On-site parking and loading/unloading facilities	Relevant
C 15	Maximum Frontage	Redundant: as the clause “existing structures on existing lots” will ensure compliance
C 16	Outdoor Storage	Relevant
C 17	Existing Uses	Relevant
C 18	Commercial Uses	Redundant
C 19	Residential Uses, Brooklyn Rd.	Ensure existing residential developments on Brooklyn Rd. are incorporated into the existing residential policies.
MANUFACTURING AND INDUSTRY (M) ZONE		
Policy #	Policy	Changes
M 2	Commercial Uses	Redundant
M 3	Parking & Loading Requirements	Relevant
RECREATION POLICIES		
Policy #	Policy	Changes
REC 1	Generalized Future Land Use Designation	Relevant
REC 2	Public Open Space Dedication	Relevant
INSTITUTIONAL POLICIES		
Policy #	Policy	Changes
I 1	Generalized Future Land Use Designation	Change to reflect the ability to change from institutional use in the future.
I 2	New Uses by MPS Amendment	Change to reflect the ability to change from institutional use in the future.

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Other	<ul style="list-style-type: none">• Change open space associated with the school from recreation to institutional.• Change the policies to reflect institutional uses having the ability to change to other designations in their neighbourhood (i.e. church to residence, school to commercial, etc.).	
TRANSPORTATION POLICY		
Policy #	Policy	Changes
T 1	Street Classification	Relevant
	Map C	<ul style="list-style-type: none">• Relevant with following changes:<ul style="list-style-type: none">• Redundant: proposed road through Rotary Park;• Redundant: proposed road through protected lands;• add North Street extension.
T 2	Road Reserves	Relevant
T 3	Traffic Flow	<ul style="list-style-type: none">• Merge T 3 and T 5 as they say the same thing.• C. Millier will revise the wording.
T 4	R-O-W Standards	Move to Subdivision Bylaw and Municipal Servicing Specification Manual.
T 5	R-O-W Standards	Merge with T 3.
T 6	Construction Standards	Relevant: links MPS to Subdivision Bylaw.
T 7	Street Maintenance	Redundant
T 8	R-O-W Maintenance	Redundant
T 9	Intersection Separation	Move to Municipal Servicing Specification Manual.
T 10	R-O-W Maintenance	<ul style="list-style-type: none">• Redundant: maintenance• C. Millier will reword to incorporate support for the corner vision triangle.
T 11	Subdivision Access	Move to Subdivision Bylaw.
PARKING POLICY		
Policy #	Policy	Changes
P 1	Parking Required	<ul style="list-style-type: none">• Relevant• Relevant: same exemption area.• Include institutional, business and industrial policies.• Divide into three policies:• Policy 1: All new developments in the Town shall be required to provide suitable parking.• Policy 2: New uses establishing in the Business District between Main Street and George Street and facing on Commercial Street and between Main Street and Church Street and fronting on School Street shall be exempt.• The amount, type and location of on-site parking shall be in accordance with the Land Use Bylaw (see Policy C 11).
P 2	Parking Incentives	Redundant
P 3	Public Parking	Relevant

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P 4	Off-street Loading	<ul style="list-style-type: none">• Relevant• Modify to have the same exemption area as the P1 parking exemption.
P 5	Barrier Free Parking	Redundant
Other	The Panel agreed to retain the same exemption area even though the core business area has been expanded. Expansion of the exemption area may cause conflicts where it abuts residential zones, as the roadways will become the parking lots.	
PEDESTRIAN POLICY		
Policy #	Policy	Changes
PED 1	Sidewalk Construction	Redundant: as it is covered in the Capital Investment Plan.
PED 2	Neighbourhood Pedestrian Connections	Move to Subdivision Bylaw and Municipal Servicing Specification Manual.
BICYCLE POLICY		
Policy #	Policy	Changes
B 1	Council shall encourage the design and development of bicycle paths within the Town and the provision of bicycle racks in convenient locations.	Redundant
SERVICING AND UTILITY USES POLICY		
Policy #	Policy	Changes
S 1	Location of Uses	Redundant
S 2	Outdoor Storage	Move to General Provisions for all Zones in the Land Use Bylaw.
S 3	As a Business Use	Redundant
S 4	Utility R-O-W	Redundant
SANITARY SEWER POLICY		
Policy #	Policy	Changes
SS 1	Separation Program	Move to Subdivision Bylaw and Municipal Servicing Specification Manual.
SS 2	New Servicing – Private Responsibility	<ul style="list-style-type: none">• Divide into two policies and third part is redundant:• Relevant: Council shall require all subdividers to install and bear the costs of sanitary sewer mains and laterals within any new subdivision in an area requiring these services.• Relevant: Subdividers shall also bear all costs of installation of mains required to connect to the existing Town mains.• Redundant: Subdivision requiring servicing shall typically abut an existing serviced area.
SS 3	Construction Standards	<ul style="list-style-type: none">• Redundant: as it is a duplication of SS 2

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SS 4	Service Boundary	<ul style="list-style-type: none">C. Millier to provide wording stating Town may support expansion that encourages the expansion to the south of exit 18.
Other	C. Millier will combine the sanitary sewer, storm drainage and water policies into one category.	
STORM DRAINAGE POLICY		
Policy #	Policy	Changes
SD 1	Maintenance Program	Redundant: as it is covered in the Capital Investment Plan.
SD 2	Service Separation	Redundant
SD 3	New Subdivision	Move to Subdivision Bylaw.
SD 4	Construction Standards	Move to Municipal Servicing Specification Manual.
SD 5	Service Separation	Move to Subdivision Bylaw.
SD 6	Service Boundary	C. Millier to provide wording stating Town may support expansion that encourages the expansion to the south of exit 18.
Other	C. Millier will combine the sanitary sewer, storm drainage and water policies into one category.	
WATER POLICY		
Policy #	Policy	Changes
W 1	Public System	Redundant:as it is covered in the Capital Investment Plan.
W 2	Watershed Protection	Redundant
W 3	New System – Private Responsibility	<ul style="list-style-type: none">Divide into two policies and third part is redundant:Relevant: Council shall require all subdividers to install and pay for water mains.Relevant: It shall be the policy of the Town only to permit new serviced subdivisions where the subdivision has available servicing or abuts an existing serviced area.Redundant: The Town may, however, at the discretion of Council, construct water mains under a capital contribution agreement with a developer or subdivider.
W 4	Construction Standards	Move to Municipal Servicing Specification Manual.
Other	C. Millier will combine the sanitary sewer, storm drainage and water policies into one category.	
SOLID WASTE POLICY		
Policy #	Policy	Changes
SW 1	Council shall supervise the operations, collection and storage of solid waste to ensure that the solid waste disposal is being carried out	Redundant: as there is an Inter-Municipal Agreement in place for solid waste.

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	in a safe and sanitary manner.	
FIRE & SAFETY POLICY		
Policy #	Policy	Changes
F 1	Council shall continue to support the Middleton Fire Department.	Redundant: the policy as the fire department is covered in Town operations.
F 2	Emergency access shall be provided to as much development in Town as possible.	Redundant: the policy as the fire department is covered in Town operations and EMO is covered by an Inter-Municipal Agreement.
F 3	Council shall continue to support the Middleton Emergency Measures Organization	Redundant: the policy as EMO is covered by an Inter-Municipal Agreement.
SIGN POLICY		
Policy #	Policy	Changes
SN 1	Signage Regulations	Relevant
GENERAL POLICIES		
Policy #	Policy	Changes
I 1	MGA Enabled	Relevant
I 2	General Intent	Relevant
Other	C. Millier recommends that the Town change the Planning Services Public Advisory Panel Bylaw to the Planning Advisory Committee (PAC) Bylaw as the PAC is what is recognized in the MGA.	
MPS AMENDMENTS (PART 3.2)		
Policy #	Policy	Changes
I 3	Amendments Required	Relevant
I 4	Ministerial Approval	Relevant
ACTIONS NOT REQUIRING AMENDMENTS (PART 3.3)		
Policy #	Policy	Changes
I 5	Adjacency/Soft Boundaries	use hard boundaries
LAND USE BYLAW& LAND USE BYLAW AMENDMENTS (PARTS 3.4 & 3.5)		
Policy #	Policy	Changes
I 6	Zones	<ul style="list-style-type: none">• Relevant: format• change to reflect new zones
I 7	Amendments	Relevant
I 8	Conformity with MPS	Relevant
I 9	Rezoning for Mobile Home Development	<ul style="list-style-type: none">• the mobile home zone is redundant;• the policy will be duplicated in each of the sectors and will designate the range of rezonings that will be allowed in each of the zones.
I 10	Rezoning Criteria	<ul style="list-style-type: none">• the Panel may want to discuss with the public.

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		<ul style="list-style-type: none"> how to ensure the public is notified of proposed changes (advertising, website, ads, etc.).
I 11	Rezoning Consideration Process	<ul style="list-style-type: none"> change development officer to planning officer; request a report from the planning officer should be after the referral to PAC; the Panel may want to broaden the policy.
I 12	Compliance with MGA	Relevant
DEVELOPMENT AGREEMENT (PARTS 3.6 & 3.7)		
Policy #	Policy	Changes
I 13	Uses by DA	<ul style="list-style-type: none"> Relevant will have to be updated to reflect new zones Redundant: B
I 14	DA Criteria	Relevant
I 15	Contents of a DA	<ul style="list-style-type: none"> Relevant cross-reference with MGA.
I 16	DA Criteria	<ul style="list-style-type: none"> Relevant Redundant: section (d) as it is problematic; move section (e) as it is more suitable to the environmental sector; question to ask - when change is proposed what is the most important criteria for you?
SUBDIVISION (PART 3.8)		
Policy #	Policy	Changes
I 17	Subdivision	Relevant
DEVELOPMENT OFFICER (PART 3.9)		
Policy #	Policy	Changes
I 18	Development Officer	<ul style="list-style-type: none"> Relevant Redundant: reference to section of the MGA.
BUILDING BYLAW (PART 3.10)		
Policy #	Policy	Changes
I 19	Building Bylaw	Redundant
SEWER BYLAW (PART 3.11)		
Policy #	Policy	Changes
I 20	Sewer Bylaw	<ul style="list-style-type: none"> with a new MPS/LUB, the solicitor, public works and CAO will need to review and update the sewer bylaw if required.
UNSIGHTLY PREMISES BYLAW (PART 3.12)		
Policy #	Policy	Changes
I 21	Unsightly Premises Bylaw	Redundant

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CAPITAL PROGRAM (PART 3.13)		
Policy #	Policy	Changes
I 22	Capital Program	Change wording to - The Town's Capital Investment Plan will direct expenditures on the construction of new and the upgrading of existing Town streets, sidewalk, and sewer, water and storm sewer infrastructure.
I 23	Capital Program	Redundant

LAND USE BYLAW PROVISIONS

GENERAL PROVISIONS (PART 4.0)		
Policy #	Policy	Changes
4.1	Scope	<ul style="list-style-type: none"> • 4.1.1 - Relevant • 4.1.2 - Relevant • 4.1.3 - Relevant • 4.1.4 - Relevant <p>Committee agreed that heat pumps, wind turbines and solar panels will require development permits.</p>
4.2	Multiple Uses	Correct spelling error. Section should read "where and land or building is used for more than <u>one</u> purpose..." and not " <u>on</u> purpose".
4.3	Frontage on a Street	<ul style="list-style-type: none"> • Relevant • add name of private street: Second
4.4	Licenses and other Bylaws	<ul style="list-style-type: none"> • 4.4.1 - Relevant • 4.4.2 - Relevant
4.5	Non-conforming Uses	The Committee agreed to include section 235 (2) and 242 (1) with the exception of 242 (1) (f).
4.6	Existing Buildings	Relevant
4.7	Existing Lots	Relevant
4.8	Existing Undersized Lots	Chris will check cross-reference.
4.9	Height Regulations	<ul style="list-style-type: none"> • Redundant: etc., wind turbines, barns • add "domestic" before television/radio antennae or towers; • cell towers, wind turbines and commercial television/radio antennae or towers will be regulated
4.10	Existing Set Backs	Relevant
4.11	Temporary Uses	4.11.1 - Relevant 4.11.2 - Relevant 4.11.3 – Relevant
4.12	Buildings to be moved	Relevant
4.13	Safe Condition	Relevant
4.14	Truck Bodies	Relevant
4.15	Building on a Lot	Relevant

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4.16	Accessory Uses	Relevant
4.17 1	Accessory Uses	<ul style="list-style-type: none"> • 4.17.1 – Relevant - all (a to g) • 4.17.1 – Relevant • Add max 3 accessory structures to a max area not to exceed the footprint of the main building. • Add no shipping containers allowed in residential zones.
4.18	Illumination	Relevant
4.19	Daylighting Triangle	Relevant
4.20	Yard Exceptions	Relevant
4.21	Yards on Corner Lots	Relevant
4.22	Arterial Roads	<ul style="list-style-type: none"> • 4.22.1 - Redundant • 4.22.2 - Relevant
4.23	Through Lots	Relevant
4.24	Encroachment in Yards	Relevant
4.25	Abutting Zone Requirements	<ul style="list-style-type: none"> • a – Relevant • b – Relevant • c – Relevant - 6 m (19.68 ft.) and change trees and landscaping to trees that are 40 mm in diameter, 5 feet high and spaced 2 feet apart.
4.26	One Main Building	Relevant
4.27	Yard Sales	Change to state one yard sale per property per calendar year in residential zone.
4.28	Named Conforming Uses	Relevant
4.29	Mobile/Mini Homes	Redundant
PROTECTED LANDS (PL) ZONE		
Policy #	Policy	Changes
8.1	Permitted Uses	<ul style="list-style-type: none"> • Relevant • Create schedule and use PIDS instead of civics
8.2	General Requirements	Relevant
MANUFACTURING AND INDUSTRY (M) ZONE		
Policy #	Policy	Changes
14.2	Zone Requirements	Relevant
14.3	Special Requirements	Redundant: last two paragraphs
RECREATION (REC) ZONE		
Policy #	Policy	Changes
15.1	Uses Permitted	Relevant
INSTITUTIONAL (I) ZONE		
Policy #	Policy	Changes
16.1	Uses Permitted	Relevant
16.2	Zone Requirements	Relevant
16.3	Special Requirements	Change hedge to landscaped area.
GENERAL PROVISIONS (PART 5.0)		
Section #	Subject	Changes

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5.1	In any zone, no person shall erect any building or structure for manufacturing, storage, warehouse, department, store, retail store, wholesale store, market, freight or passenger terminal, hotel, hospital, mortuary or other uses involving the frequent shipping, loading or unloading of persons, animals, or goods, unless there is maintained on the same premises with every such building, structure or use one off-street space for standing, loading and unloading for every 2,500 m ² (26,910.65 sq. ft.) or fraction thereof of building floor area used for any such purpose to a maximum of six loading spaces.	Relevant
5.2	Each loading space shall be at least 3.5 m (11.48 ft.) by 12 m (39.37 ft.) with a minimum of 4.5 m (14.76 ft.) height clearance.	Relevant
5.3	The provision of a loading space for any building with less than 1,400 m ² (15,069.96 sq. ft.) floor area shall be optional.	Relevant
5.4	No such loading spaces shall be located within any required front yard or be located within any yard which abuts a Residential Restricted, Residential, Recreation or Institutional zone.	Relevant
5.5	Non-conforming Uses	The Committee agreed to include section 235 (2) and 242 (1) with the exception of 242 (1) (f).
5.6	Existing Buildings	Relevant
5.7	Existing Lots	Relevant
5.8	Existing Undersized Lots	Chris will check cross-reference.
GENERAL PROVISIONS (PART 6.0) – PARKING REQUIREMENTS		
Section #	Subject	Changes
6.1	Parking Requirements	<ul style="list-style-type: none"> • Redundant: B - Nurses Residents • may update wording on convalescent home
6.2	Parking Standards (4 units or more)	Redundant: C

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GENERAL PROVISIONS (PART 7.0) – SIGNS		
Section #	Subject	Changes
7.1	General	Relevant
7.2	Safety	Relevant
7.3	Limit on Number	Relevant
7.4	Signs Permitted in all Zones	Relevant
7.5	Signs Prohibited in all Zones	Add “affixed” to 7.5 (h)
7.6	Projecting Wall Signs	Relevant
7.7	Ground Signs	<ul style="list-style-type: none"> sign sizes are required C. Millier to bring examples of ground signs from other Municipalities
7.8	Roof Signs	Relevant
7.9	Business Signs in Residential Zone	<ul style="list-style-type: none"> Look at restrictions on location and type of sign. Clarify where the sign is located for Main, Commercial & Bridge St.
7.10		Add fascia signs
GENERAL PROVISIONS (PART 2.0) – DEFINITIONS		
Section #	Subject	Changes
1	Accessory Building	Add swimming pools
17	Development	Add change of use
27	Existing	replace with date of the adoption of the new bylaw (once complete)
33	Home Office	includes transacting virtual business
52	Mobile Home or Mini Home	<ul style="list-style-type: none"> relook at definition add reference to Z25 standard
53	Motel	add motel-apartment
54	Nursing Home	clarify that it includes private and public
62	Recreational Use	clarify that it includes private and public
68	Service and Utility Uses	<ul style="list-style-type: none"> clarify that it includes private and public redundant: business names
69	Sign	add definitions for all sign types (i.e. ground signs, projecting wall signs, fascia signs)
71	Storey	Redundant: the Town does not regulate by storey
75	Swimming Pool	Redundant: and add as an accessory structure
82	Medical Marijuana Dispensaries	may need to be added once legislation is tabled
83	Self-Storage Units	add
84	Solar Panel Arrays	add
85	Wind Turbines	add
86	Cell Towers	add
ZONING (PART 9) – RD ZONE		
Section #	Subject	Changes
9	Restricted Development	add policy on RD to MPS
ZONING (PART 17) – MH ZONE		
Section #	Subject	Changes
17	Residential Mobile Home	Redundant

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GENERALIZED FUTURE LAND USE MAP

Changes and Decisions:

- make the business district more compact;
- introduce a new Mixed Used designation for Main Street;
- Relevant: the Institutional, Protected Lands and Open Space designations;
- identify Commercial frontage on the west end of Main Street;
- examine changing the designation on some Institutional zoned lands to enable future conversion of the property to a residence (i.e. churches);
- the designations would have hard boundaries;
- change the Generalized Future Land Use map to reflect institutional uses having the ability to change to other designations in their neighbourhood (i.e. church to residence, school to commercial, etc.).

MAJOR DIFFERENCES BETWEEN COMMERCIAL ZONES

	Downtown Commercial (DC)	General Commercial (GC)	Business Park (BP)
On-Site Parking Required	No	Yes	Yes
Outdoor Storage Allowed	No	Yes	Yes
Development Standards (i.e. setbacks, minimum lot size)	No	Yes	Yes
Permitted Uses	Same in all three zones with added uses in the GC & BP Zones		

SUMMARY

Planner and Development Officer, Chris Millier provided a summary of the major changes to the MPS/LUB that are proposed to facilitate business development in the Town:

- expanding the commercial designation to include a mixed use section along Main Street;
- removing the long list of permitted uses and using broad categories of use;
- changing the Industrial Park to a Business Park with more flexible uses;
- having the same list of permitted uses across all commercial zones with added uses in the General Commercial and Business Park Zones.